इंटरनेशनल एडवांस्ड रिसर्च सेंटर फॉर पाउडर मेटलर्जी एंड न्यू मटेरियल्स
INTERNATIONAL ADVANCED RESEARCH CENTRE FOR POWDER METALLURGY AND NEW MATERIALS
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त अनुसंधान एवं विकास केन्द्र)
(An Autonomous Research & Development Centre of Department of Science & Technology, Govt. of India)
डाक घर: बालापुर, हैदराबाद - 500 005. तेलंगाना, भारत.
P.O: Balapur, Hyderabad - 500 005, Telangana, INDIA.
ए आर सी आई
ARCI

Ref No: ARCI/HRD/PMU/RECT/1/2022

30th January, 2023

Mr. RAJESH KUMAR SAHU
ARCI, Plot No. 102, Sector-44,
Gurugram – 122 003
Haryana
Ph. No: +91-9981532840
Email: rajeshsahu3788@gmail.com

Sub: Engagement as **Project Executive Assistant** on Contract Basis for Project PMU.

Dear Mr. Rajesh,

With reference to your application in response to our advertisement No. ARCI/HRD/PMU/RECT/1/2022 and the Skill Test & Personal Interview you had on **27th/28th December, 2022,** the Competent Authority ARCI is pleased to offer you temporary appointment on **Contract basis as Project Executive Assistant** on a consolidated salary of **Rs. 45,000/-** per month (firm and fixed) during your Ist year tenure for the time-bound Sponsored Project entitled **"Programme Management Unit (PMU)"** which is being operated at ARCI, Liaison Office, Gurugram. Your tenure from the date of joining the post in time-bound Sponsored Project will be up to closure of project i.e. **April, 2027** or earlier depending up on your performance.

The terms and conditions of your engagement on Contract basis are enclosed. If the terms and conditions are acceptable to you, you are requested to sign a duplicate copy of the enclosure along with an undertaking (format enclosed) as a token of your acceptance and return it to us at the earliest.

Your place of posting will be at **ARCI, Liaison Office, Plot No. 102, Institutional Area, Sector – 44, Gurugram, NCR – 122 003, Haryana. Ph: 0124-2570215.**

On the day of your joining, you are requested to bring Original Certificates (Educational, Experience etc.,) along with a set of attested photo copies of certificates and 4 passport size latest photographs. Your joining will be subject submission of Medical fitness Certificate issued by Civil Surgeon, in the medical examination format issued by ARCI and submission of relieving certificate from your current employer (incase if you are presently working).

You are requested to join on **01/02/2023** or latest by **06/02/2023.** However, you may please indicate the tentative date for your joining in your acceptance letter. This offer is valid for a period of thirty **(30)** days only from the date of receipt after which the offer will stand cancelled.

Yours Sincerely,

(D. Srinivasa Rao)
Associate Director
for Director, ARCI

Self Attested

Encl: *Terms & Conditions along with undertaking*

इंटरनेशनल एडवांस्ड रिसर्च सेंटर फॉर पाउडर मेटलर्जी एंड न्यू मटेरियल्स (ए आर सी आई)
INTERNATIONAL ADVANCED RESEARCH CENTRE FOR
POWDER METALLURGY AND NEW MATERIALS (ARCI)
(विज्ञान एवं प्रौद्योगिकी विभाग, भारत सरकार का स्वायत्त अनुसंधान एवं विकास केन्द्र)
(An Autonomous Research & Development Centre of Department of Science & Technology, Govt. of India)
डाक घर: बालापुर, हैदराबाद - 500 005, तेलंगाना, भारत.
P.O. : Balapur, Hyderabad - 500 005, Telangana, INDIA.
ए आर सी आई
ARCI

Ref No. ARC/HRD/1142/2025 Date: 03/02/2025

TO WHOMSOVER IT MAY CONCERN

This is to certify that Mr Rajesh Kumar Sahu, worked as Project Executive Assistant (PEA) on Contract basis for time-bound sponsored project titled "Programme Management Unit-2 (PMU-2)" at ARCI, Gurugram office with effect from 1st February, 2023 to 31st January, 2025.

His salary for the month of January' 2025 was drawn is given below:-

Details	January' 2025
Basic Pay	33,705/-
HRA	10,112/-
Transport & Medical Allowance	4,334/-
Gross Total	**48,151/-**
Deductions (EPF Subscription etc.)	4,045/-
PTX	200/-
Net Total	**43,906/-**

He was relieved from the services of project PMU-2 on 31/01/2025(A/N). During the above period his conduct was found to be satisfactory.

Self Attested
Rajesh

(A Srinivas)
Sr. Admin. & Pers. Officer
For Director, ARCI

ई पी ए बी एक्स/EPABX : 0091-040-2445 2200 (30 लाइनें/Lines) फैक्स/Fax : 0091-040-24442699
ई-मेल / Email : info@arci.res.in, वेबसाईट / Website : www.arci.res.in